

AIDD Compliance Task Timeline

Date Due	<u>Item</u>	<u>Task Description</u>	<u>Documentation/Evidence of Progress</u>	<u>Who</u>
December 1, 2014	A1.	AB 1595, Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of the Council Directors responsibilities of hiring, supervising and evaluating staff	E.D. Legal Council
December 1, 2014	B1.	Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of the Council's membership nomination and appointment process and procedures	E.D. Legal Council
December 1, 2014	C1.	Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of outreach efforts to recruit members that reflect the state's diverse geographic locations, race and ethnicity	E.D. Legal Council
December 1, 2014	C2.	Demographic analysis of Governor's appointees to the Council	Direct evidence that the Council's membership reflects the state's diverse geographic locations, race and ethnicity	H.R.
December 1, 2014	D1.	AB 1595, Bylaws	Policies and/or procedure with other documentation as necessary) providing evidence of Council provisions to rotate membership	E.D. Legal Council
December 1, 2014	E1.	AB 1595, Bylaws	Policies and/or procedures (with other documentation as necessary) providing evidence of Council provisions that allow continuation of membership until a new member is appointment	E.D. Legal Council
December 1, 2014	F1.	Bylaws, administrative procedure	Policies and/or procedures (with other documentation as necessary) providing evidence of appointment process to notify Governor of membership and vacancies	E.D. Legal C.D.D. Council
December 1, 2014	I5.	AB 1595, Bylaws	Policies and procedures (with other documentation as necessary) providing evidence of how the Council addresses Conflict of Interest, particularly findings in the MTARS	E.D.

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December 1, 2014	I6.	Bylaws, Form 700, Gov't Codes 1090 and 87100	Direct evidence that the Council is following its policy and procedures with regards to conflict of interest	E.D. Legal
December 1, 2014	I7.	Bylaws	Policies and/or procedures (with other documentation as necessary) regarding : (a) Council staff carrying out solely the responsibilities duties of the Council as described in the DD Act; (b) training on the DD Act, the DD Council's federal mandate to conduct and support advocacy, capacity building, and systemic change on a statewide level; (c) state plan implementation, data collection and analysis, supports to engage self-advocate members in council meetings and activities; (d) standard orientation tools for staff, policy manuals and trainings to learn Council programs and administrative requirements	CDD Legal HR
December 1, 2014	M2.	AB 1595	Policies and/or procedures revised (with other documentation as necessary) as a result of the Lanterman Act	ED Legal
December 1, 2014	N1.	Contract Manual	Policies and/or procedures (with other documentation as necessary) providing evidence the Council carries out appropriate subcontracting activities, accurate financial accounting and record keeping	CDD
January 1, 2015	A2.	Executive Director job description	Demonstration of the Director's ability to hire, supervise and annually evaluate the staff of the Council	H.R.
January 1, 2015	G1a.	Orientation binder, welcome letter	Since the MTARS visit, documentation of Council compliance with membership composition requirement, standard orientation or mentoring process for Chair and new members, including training in the DD Act, the Council program federal mandate, and organization governance	E.D., TA

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January 1, 2015	G3a.	Facilitation Policy	Direct evidence of supports for engaging self-advocate members of the Council in council meetings and council activities.	E.D.
February 1, 2015	G2.	Welcome letter for agency reps	Direct evidence of state agency representatives understanding their role and actively engaging in Council meetings	E.D., TA
February 1, 2015	I3.	DSS Invoices	Direct evidence that the DSA rates are charged to the Council consistent with documents	CDD
February 1, 2015	I4.	DSS Invoices	Direct evidence that DSA provided match to the Council.	CDD
February 1, 2015	L1.	State accounting policies, budget development directives	Policies and/or procedures (with other documentation as necessary) providing evidence of how the Council's budget is developed, executed, and how the expenditure data is calculated	CDD
February 1, 2015	L2.	Month's expenditures by object code for entire budget	Review of fiscal documents to assess whether the Council is following its policies and procedures and federal grant requirements	CDD
February 1, 2015	M1.	State accounting policies, budget development directives	Policies and/or procedures (with other documentation as necessary) providing evidence of how the Council's budget is developed, executed, and how the expenditure data is calculated	CDD

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February 1, 2015	O1.	State accounting policies	Policies and/or procedures (with other documentation as necessary) providing evidence the DSA has promoted: Accurate receipt, accounting, and disbursement of funds; Provision of appropriate fiscal control and fund accounting procedures necessary to assure proper disbursement of, and accounting for, funds paid; Access to records as the Secretary and Council may determine necessary; and timely development and dissemination of financial reports regarding status of expenditures, obligations, and liquidation by agency or Council, and use of Federal and non-Federal shares	CDD Legal
April 1, 2015	B2.	Membership Committee meeting minutes & report to Council, list of organizations on distribution list, recruitment materials.	Direct evidence that the appointment process procedures are being implemented.	E.D. Committee
April 1, 2015	F2.	Membership Committee reports to Council	Direct evidence of notifying Governor of membership recommendations and vacancies	E.D. Committee
April 1, 2015	G1b.	Annual Councilmember training	Since the MTARS visit, documentation of Council compliance with membership composition requirement, standard orientation or mentoring process for Chair and new members, including training in the DD Act, the Council program federal mandate, and organization governance	E.D., TA
July 1, 2015	I1.	MOU	Direct evidence/documentation of MOU between the Council and the DSA in support of the Council	Legal
July 1, 2015	I2.	MOU	Direct evidence/documentation of DSA's indirect policy	Legal

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July 1, 2015	I8.	Breakdown of staff by funding source, training materials, staff orientation binder	Direct evidence that the policies and procedures above are being carried out consistent with the policy	CDD CCPP HR
July 1, 2015	J1b.	Evidence of periodic meetings and joint activities.	Policies and/or procedures (with other documentation as needed) providing evidence of how the Council will develop and address state plan goals on a statewide basis; plans for collaboration with the DD Network Partners	ED
July 1, 2015	M3.	Council reviews of monthly budget projections, Council votes on resource allocation, including cost-reductions	Direct evidence that the full Council is developing, approving and managing its budget	ED CDD Committee Council
July 1, 2015	O2.	DSA Annual Evaluation	Direct evidence that the DSA is carrying out the policies and procedures.	CDD, Comm
September 1, 2015	J1a.	State Plan work plan	Policies and/or procedures (with other documentation as needed) providing evidence of how the Council will develop and address state plan goals on a statewide basis; plans for collaboration with the DD Network Partners	ED DDP Committee TA
October 1, 2015	H1a	State Plan development process	Evidence of activities, process and/or procedures (with other documentation as necessary) to develop a 5 year strategic plan that addresses systems change, capacity building and advocacy on a statewide basis	DDPP, Comm, Council, TA
January 1, 2016	D2.	Council roster showing membership and changes for 2015	Direct evidence that the Council is rotating its members per the Council's policy	E.D.
January 1, 2016	E2.	Council roster showing membership and changes for 2015	Direct evidence that the Council is following its members membership policy	E.D.

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January 1, 2016	G3b.	SAAC packets and materials for 2015, evidence of facilitator attendance for 2015	Direct evidence of supports for engaging self-advocate members of the Council in council meetings and council activities.	E.D.
January 1, 2016	J2.	Amended plan and supporting documentation.	For the remainder of the 2011-2016 state plan, evidence of amended and implemented goals on a statewide basis.	DDPP Committee Council TA
January 1, 2016	K1.	Documentation of TA received and products based on TA	Policies and/or procedures (with other documentation as needed) providing evidence for the Council to develop a high quality cohesive and comprehensive PPR as described in the guidance provided by ITACC and AIDD	DDPP TA
January 1, 2016	N2.	RFP, Overview of RFP process, summary pages of selected vendor	Direct evidence that the Council is following its subcontracting policies.	CDD
October 1, 2016	H1b.	Documentation of public outreach, meetings, surveys, use of available data sources (NCI, ICI, CDER, etc). Copies of staff products submitted to committees and Council to support integration of data and public input. Various other documents showing committee work and council review and revisions of state plan.	Evidence of activities, process and/or procedures (with other documentation as necessary) to develop a 5 year strategic plan that addresses systems change, capacity building and advocacy on a statewide basis	DDPP Committee Council Technical Assistance

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October 1, 2016	H2.	Documentation of public outreach, meetings, surveys, use of available data sources (NCI, ICI, CDER, etc). Copies of staff products submitted to committees and Council to support integration of data and public input. Various other documents showing committee work and council review and revisions of state plan.	Direct evidence of process and/or procedures (with other documentation as necessary) for the Council to make data driven decisions and evaluate the progress and impact of state plan implementation	DDPP Committee Council Technical Assistance
October 1, 2016	I9.	See A (Staff), H (Five Year State Plan), and M (Fiscal Requirement)	Direct evidence the Council is functioning free of DSA interference as identified in the MTARS findings	ED CDD DDPP Legal Committee Council TA
October 1, 2016	K2.	Evaluation plan	Council evaluation plan submitted in the State Plan.	DDPP Committee Council TA
January 1, 2017	J3.	Approval of new state plan	Approval of new state plan for FY 2016-2021	DDPP Committee Council TA

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Date Due	<u>Item</u> No.	<u>Task Description</u>	<u>Documentation/Evidence of Progress</u>	<u>Who</u>
January 1, 2018	J4.	PPR	Review of PPRs to assess the extent to which the Council is conducting and supporting advocacy, capacity building and systemic change activities consistent with the DD Act	DDPP Committee Council TA
January 1, 2018	K3.	PPR	Review of PPRs to assess whether the Council is utilizing its evaluation plan	DDPP TA